**Gaylord Community Center Rental Agreement**

FEE: $30.00 per day for personal usage, $50.00 per day for business usage, funeral dinners for local area residents are no charge. Reservations will not be made until rent is paid in full. For cancellations made at least 24 hours in advance, rent charges will be refunded in full.

RULES:

1. NO SMOKING will be allowed on premises. Premises include inside and outside building within 20 feet of all entrances.
2. NO ALCOHOL will be allowed on premises. Premises include inside and outside of the building to the streets. Any member of council or city employee may at any time can request law enforcement officers to patrol premises.
3. No pictures, displays, or historical items within the building or hung on walls should be removed or handled for any reason.
4. No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls, ceilings, or floors. Nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
5. Tables, chairs, equipment, utensils, all contents of building are not to leave the premises and should be put back in its original location.
6. Trash is to be tied securely and in trash bags and placed in the trash bin outside on the south west corner of the building.
7. Cleaning supplies (brooms, mops, trash bags, etc) are kept in the cleaning cupboard in the furnace room.
8. Kitchen linens are to be spread out on counter and left to dry or IF taken home for laundering, promptly returned.
9. Please take care that doors do not “stand open” as this lets in flies and bugs.
10. Please do not open windows if running A/C or furnace.

BEFORE YOU LEAVE….

1. Please check lights, water, and toilets in restrooms are all off or not running.
2. Please turn off all ceiling fans and lights.
3. Please set thermostat back to 80F in summer and 60F in winter.
4. Please turn off front hall and entry lights.
5. Make sure all windows are closed and latched.
6. If you have been given a key, please place it in the office drop box.
7. Don’t forget to lock the front door on your way out if on an evening or weekend.

IDEMNITY: Renter agrees to indemnify, defend and hold harmless City from all demands, claims, suits, actions, or liability resulting from injuries or death to any person or property by Renter, City, or any person howsoever caused, during the period which this agreement covers for use of the Community Center, or occurring as a result of the use of the Community center during the agreed period.

PAYMENT FOR DAMAGES: Renter agrees to pay costs of repair or replacement for all damages of whatever origin or nature which may have occurred during the term of this agreement and to return premises to a condition equal to that at the time this agreement went into effect.

RENTER/RESPONSIBLE PARTY:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time (Building Open): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Issued to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Amount: \_\_\_\_\_\_\_\_\_ Paid Date: \_\_\_\_\_\_\_\_\_\_\_\_\_